

# PowerPoint for Public Safety

The National Standard for the Presentation of Public Safety Information

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## Course Details

Host by: Auburn Police Department

Location: 340 E. Main St., Suite 201 Auburn, WA

Dates: 11/03/2015 to 11/04/2015

Cost: \$350.00, \$375.00 or \$395.00 (depending on registration date), Includes training manuals, access to online materials, sample presentations

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[www.policetechnical.com](http://www.policetechnical.com)

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## Course Highlights

PowerPoint® for Public Safety™ is designed to assist all public safety personnel become more efficient and proficient with PowerPoint®. Ninety-five percent [95%] of our students report they are “self-taught” in PowerPoint, most say they “use it pretty well”, but almost all report “they’re not using it to its full potential.” PowerPoint® for Public Safety™ address this need by providing the critical skills needed to effectively present information in a variety of settings including: the Academy, in-house/in-service training, public meetings, courtroom, and executive briefings.

## Who Should Attend

This class is designed for any investigator, detective, or supervisor; authorized support staff will be admitted with prior agency documentation. Prior experience with PowerPoint® is not required.

## Material Requirements

Students should bring a laptop with Microsoft PowerPoint and Word (version 2003 or higher). Prior experience or training in PowerPoint or Word is not necessary. Students will receive samples of data for use in the classroom during hands-on sessions.

## Agenda

### Day One

1. Before PowerPoint® - Presentation Skills, Practice and Preparation
2. Building Presentations - Standard methods, *Fast Development*
3. Saving Presentations
4. Package for CD - Creating Presentations that Everybody Can Access
5. Best Practices - Printing Presentations

### Day Two

1. Splash Screens - Manage your presentations
2. Custom Animation - Use PowerPoint® to visual depict procedures
3. Capturing Images - Scanners, Digital Camera
4. Capturing Audio and Video - From YOUTUBE and DVDs



### Instructor: Michael Warren

Michael Warren is a police officer for a department in southeast Michigan. In 15 years of service he has served as a patrol officer, field training officer, detective and patrol sergeant. During his time as a detective he served with the Drug Enforcement Administration. Since 2008, Sergeant Warren has served as the Training and Standards Sergeant. He is responsible for coordinating training for his agency, managing Public Safety Records and public safety information systems. He resides in southeast Michigan with his wife and three children.